

Computer Classes



The West Linn Public Library regularly offers classes for patrons wishing to improve their computer skills and knowledge. We offer classes on a wide variety of topics: computer basics, e-mail basics, internet basics, Word, Excel, and searching the library's catalog and databases.

Classes are 90 minutes and are limited to 12 participants; reservations are taken on a first-come, first-served basis. When classes are filled, we keep a waiting list, in case additional spaces become available. Please call the information desk at 503-656-7853, ext. 6 to register.

If you would like to be notified of future computer class offerings, please send us an e-mail at library_events@westlinnoregon.gov.

Intermediate PowerPoint

Wednesday, May 26, 9:00 a.m.

This class will build on your basic PowerPoint skills to teach you animations, inserting graphs, charts, diagrams, and videos, formatting master pages, and setting up automatic timing. We'll also review some basic presentation tips. Must have some familiarity with PowerPoint.

Computer Basics

Wednesday, June 2, 6:15 p.m.

This beginner's class will show you how to use the mouse and keyboard, open and close programs, save files, and navigate around a computer. You will also learn about organizing, creating, copying, and moving files and folders. The skills taught in this class are required knowledge before taking any of our other computer classes.

Excel Basics

Thursday, June 24, 6:30 p.m.

This introductory class is for people with basic computer skills (i.e., using the mouse and keyboard), but who have little or no experience using Microsoft Excel, a popular spreadsheet program. Students will learn about working with Excel worksheets and workbooks, identifying rows and columns, entering data into cells and ranges, creating simple mathematical formulas, and using some of Excel's built-in functions.

Intermediate Excel

Thursday, July 8, 6:30 p.m.

This class is intended for students with basic computer skills (i.e., using the mouse and keyboard), and who are

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familiar with basic Excel terminology and concepts (either from taking our Excel Basics class, or through prior Excel experience). Students will learn to organize and manipulate spreadsheet data using Excel's built-in sorting, filtering and subtotaling capabilities. Students will also be introduced to creating charts in Excel.

Access Basics

Thursday, August 26, 6:30 p.m.

In this introductory class, participants will learn some basic relational database concepts, how databases differ from spreadsheets, and how to use Microsoft Access to create and use their own databases. Participants should have basic keyboard and mouse skills. Basic familiarity with Microsoft Excel is useful, but not required.

Intermediate Access

Thursday, September 9, 6:30 p.m.

This class builds on the skills learned in the Basic Access class. Participants will learn how to link tables and create basic queries and forms. Basic computer skills are required and basic familiarity with Microsoft Access (either from our Access Basics class or prior knowledge/experience) is strongly recommended.

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- [Adults \(Library Only\)](#)
- [Teens \(Library Only\)](#)
- [A to Z Services](#)

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